

Narragansett Bay Commission (NBC)

VACANCY NOTICE

Title of Position: Payroll Administrator Reference Position No. AC005
Salary Range Gr. 6 \$31,298 - \$46,948 Application Period: 12/20/05 to 12/28/05
Division--Section--Unit: Administration & Finance / Accounting
Assignment(s) Comments _____
Shift and Days: 8:30 AM – 4:00 PM / Monday – Friday Location: Providence
Restrictions/Limitations none
Position Covered By Collective Bargaining Union Agreement Yes _____ No XX
Name of Bargaining Unit Union none

DUTIES/RESPONSIBILITIES:

Responsible for the timely and accurate processing, calculation and review of information used in the preparation of the NBC payroll. Responsible for verification of supporting documentation used in processing NBC's payroll, and providing payroll information as requested (i.e.: Workers' Compensation, employment verification, retirement, etc.). In accordance with NBC policies and collective bargaining agreements, process payroll in a timely and accurate manner, reconcile employee pay, benefit entitlements and payroll deductions and prints required reports. Responsible for maintaining employee work schedules on the time keeping system (ADI), transferring accruals from the payroll system to ADI and polling/posting of the time clocks as required.. Review and verify the accuracy of payroll actions on the computerized payroll system. Assists in the preparation of 941 forms, W-2's, year end reports and changing benefits as required. Remain abreast of federal, state, union and NBC changes that may impact the payroll function. Perform other related duties as related and assigned.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Two year Associates Degree and more than three years of accounting experience or an equivalent combination of education and experience. Knowledge of payroll practices and a familiarity with Workers' Compensation, federal and state laws related to payroll as well as collective bargaining agreements. Ability to use personal computer business software (Word, Excel, etc.) and computerized payroll and time keeping systems. Must be able to develop and verify complex payroll formulas.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- **REASONABLE ACCOMMODATION:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

- **MEDICAL INFORMATION:**

Successful completion of a pre-placement physical examination and drug screen will be required after a conditional offer of employment has been made.

Apply within the application period as shown on this announcement. This Agency does not assume responsibility for applications sent through the mail. **NOTE:** The Narragansett Bay Commission union contracts allow a 3 day grace period for its members only. Bureau of Criminal Identification background check will be performed after a conditional offer of employment has been made.

SEND RESUME OR APPLICATION TO:

**The Narragansett Bay Commission
Human Resources Office**

One Service Road
Providence, RI 02905

TEL: 401-461-8848/ TDD: 401-461-6549

FAX: 401-461-2242

or e-mail hr@narrabay.com. E-mailed resumes must be in MS Word Format.

